



## **Regionals Information FOR Your Chapter**

### **Tentative Schedule**

|                      |                         |
|----------------------|-------------------------|
| <b>7:45-8:30</b>     | Registration/Breakfast  |
| <b>7:45-???</b>      | Bus Driver Hospitality  |
| <b>8:30</b>          | Advisors Meeting        |
| <b>9:00-9:30</b>     | Opening Session         |
| <b>9:45-11:30</b>    | Competitive Events      |
| <b>10:00 – 12:00</b> | Game/Networking Rooms   |
| <b>11:00-12:00</b>   | Lunch                   |
| <b>12:00-1:00</b>    | Hypnotist               |
| <b>1:15-???</b>      | Second General Assembly |

### **Breakfast**

Breakfast items will be available for everyone on the morning of the RLC. This cost is not included in registration; please urge your students to bring extra money if they choose to get breakfast in the morning.

### **Score Sheets/Chapter Materials**

To obtain your chapter's score sheets for this year's Regionals, you must pick up your chapter's packet at the end of the day in headquarters. To have the scores and other materials sent to your school, you must leave \$5.00 for postage before the end of the day and your scores will be sent within the next week.

### **Penny War**

In preparation for the Region Penny War at SLC, we are going to be hosting one at our RLC and all coins donated will be used for the SLC penny war (March of Dimes fundraiser). Each chapter will have their own container. The chapter that gets the most money per competitor will win!

### **Nametags**

Each chapter is responsible for providing their own name tags for all students, advisors, and guests. The name tags should include: name, school, and event. Nametags should be worn at all times while at RLC. We are encouraging you to get creative once again with your name tags based on this year's theme "Get the Edge." There will be a competition for best name tag. To enter, please submit a generic name tag when registering in the morning.

### **Directions/Parking**

Brookfield East HS is located at 3305 North Lilly Road, Brookfield, WI 53005. When coming from the North on 45, you'll want to take the Capitol exit west to Lilly Road. When coming from the South on 45, you'll want to take the Burleigh exit west to Lilly Road.

Due to construction, there are two entries to our school. The north entrance on Lilly will be open as well as a service entrance on Burleigh. We suggest that all schools are dropped off in the back of the school (west side) as this allows the most maneuvering room for busses and will be closest to registration.

### **Dress**

As we all know, students sometimes forget the little things when getting dressed: dress socks, tie, nylons, etc. We will have a box with these materials in them if any student shall need them. We hope that this will save time for chapters instead of sending students home to get items. Although I wish we could provide extra shoes, belts, etc., I'm afraid it will only be the small items.

\*\*\*We are also working on getting photographers again, but have not locked them in yet. We will let you know either way prior to RLC.\*\*\*

# **Regionals Information FROM Your Chapter**

## **January 23<sup>rd</sup>**

This is a big day for competing chapters!!! Please submit all of the information requested below by this date as well as payment (checks made payable to Brookfield East High School).

All pre-judged materials need to be received by this date. This includes the following events:

|                             |                          |
|-----------------------------|--------------------------|
| Accounting II               | Computer Applications    |
| Database Design & Appl      | Desktop Publishing       |
| Electronic Career Portfolio | Future Business Leader   |
| Job Interview               | Spreadsheet Applications |
| Word I                      | Word II                  |
| Website Development         |                          |

## **Lunch**

In an Excel file (if possible) please indicate next to each student's name their lunch choice. Lunch will be Subway this year and will include a 6" sub, a cookie, a bag of chips, and a beverage. The sub choices are turkey, ham, BMT, or veggie.

Advisors will be getting Panera for lunch this year. However, if you wish to have Subway instead, please indicate your preference as well.

## **Misc.**

- Please e-mail me the name of your chapter's president and pronunciation if need be.
- Please e-mail me a couple pictures of your chapter in action for a slide show.
- If your chapter is bringing a guest(s), please let me know if they would be willing to help with an event or another area if needed.

## **Reminder Dates**

- Jan. 23<sup>rd</sup> – Lunch requests, president's name, pictures, and guest info due.
- Jan. 23<sup>rd</sup> – Payments due (Checks made out to Brookfield East High School)
- Jan. 23<sup>rd</sup> – All pre-judged and skill event materials, registration fees, and Regional VP candidate materials due to regional host school
- Feb. 7<sup>th</sup> – RLC at Brookfield East HS
- Feb. 9<sup>th</sup>-13<sup>th</sup> – FBLA Week
- Feb. 18<sup>th</sup> – SLC SKILL cancellations due
- Feb. 18<sup>th</sup>- 27<sup>th</sup> – SLC Registration
- Feb. 23<sup>rd</sup>-March 2<sup>nd</sup> – SLC Testing Window
- March 4<sup>th</sup> – all pre-judged materials DUE to State Office
- March 6<sup>th</sup> – Substitution/Cancellation Deadline
- March 16<sup>th</sup> – SLC Registration due
- April 2<sup>nd</sup>-3<sup>rd</sup> – SLC
- April 15<sup>th</sup> – NLC SKILL cancellations due
- April 20<sup>th</sup>-29<sup>th</sup> – NLC Testing Window
- May 1<sup>st</sup> - all pre-judged materials DUE to State Office
- June 25<sup>th</sup>-28<sup>th</sup> – NLC, Anaheim

## **Advisor's Corner**

Entertainment for RLC is going to be a hypnotist in the afternoon. He provided waiver forms for students. Although I don't believe that my school will require it, if you would like a copy of it for your students to fill out, please let me know and I will forward that to you.

Advisor/Guests assignments will be sent out a week or two prior to RLC.

Please let me know if you have any questions, comments, or concerns.

Allie